

**MAPLE GROVE TRANSIT COMMISSION**  
**City of Maple Grove**  
**Meeting of November 26, 2013**

**MINUTES**

**Members Present:** Terry Coss, Teri Anderson, Jaime Renner, and Mark Davison.

**Members Absent:** Mandy Knudsen

**Also Present:** Mike Opatz-City of Maple Grove, Doyne Parson-Metro Transit, Demetairs Bell-Metro Transit, and Bill Patten-Midwest Paratransit.

**Call to Order**

Transit Commission Chair Terry Coss called the meeting to order at 6:30 p.m.

**Open Forum**

No one from the public spoke during the open forum.

**Approve Minutes**

Chair Terry Coss called for a motion to approve the meeting minutes from September 24, 2013. Teri Anderson made the motion and Jaime Renner seconded the motion, and the amended minutes were approved.

**Discussion of Routes and Statistics**

Opatz reviewed the daily ridership statistics for October 2013 and first three weeks of November 2013 and the monthly ridership summaries from September and October. Opatz noted that the 2013 year to date ridership was almost one percent more than 2012. Chair Coss ask that the daily ridership sheets include the seating capacity for the various bus styles.

The Commissioner's had the following reports:

- Teri Anderson – No issues.
- Mark Davison –The overhead bus sign for the 2<sup>nd</sup> p.m. trip of the 789 lists it as trip #1.
- Mandy Knudsen – Absent.
- Jaime Renner – No issue.

- Terry Coss – Coach drivers need to turn on master switch for reading lights and stop request buzzer. The day the 783 am trip # 5 was switched from coach to a 40-foot bus there was standing loads, but since then has not been an issue.

## **Update on Phase 2 of Parkway Station**

Opatz said that the City has contracted with Maple Grove Hospital to provide 20 overflow parking stall in their lot for use by Route 785 commuters when the Slumberland temporary lot is full. The general contractor is estimating that they will turn over the majority of the parking back to the City on December 9, 2013. However, they will block off the structured parking for another week or so while they finish work like the stair towers and stall stripping as well as allow some of the concrete to cure longer. Commuters would be able to use the surface stalls and the station. Some items would be finished next spring.

## **Approval of Title VI Plan Update**

Opatz reviewed that in March 2011, the Transit Commission was presented the Maple Grove Transit Policy Manual, which is a set of policies that provide a general framework how the City of Maple Grove will govern its transit operations. More specifically, the adoption of the Policy Manual is directed toward ensuring compliance with all applicable federal regulations as condition to receiving federal funds for vehicles and facilities. The Policy Manual provides the mechanism to satisfactorily demonstrate that its contracted bus service providers are also in compliance with applicable federal regulations and that the City is adequately monitoring that compliance. The Policy Manual sets the procedures to satisfactorily demonstrate that the City of Maple Grove is providing adequate monitoring, oversight and control over its federally funded facilities and vehicles. The end result of implementing the Policy Manual is an environment to help ensure that Maple Grove Transit services and facilities are operated in safe, reliable, and cost-effective manner and made available to the general public regardless of race, color, national origin or disability. The Policy Manual includes the following chapters:

- Chapter 1 - Americans With Disabilities Act (ADA)
- Chapter 2 - Drug and Alcohol
- Chapter 3 - Title VI of Civil Rights
- Chapter 4 - Maintenance
- Chapter 5 - Lobbying
- Chapter 6 - Suspension and Debarment
- Chapter 7 - Buy American
- Chapter 8 - Procurement
- Chapter 9 - Safety and Security
- Chapter 10 - Satisfactory Continuing Control
- Chapter 11 - Grant Management
- Chapter 12 - Charter Service

The Policy Manual was adopted by the Maple Grove City Council on March 21, 2011. The above chapters may be amended or added to from time to time as the situation dictates or as federal policies change. Federal regulations require transit system on a three-year basis update and re-

approve their Title VI plan (Chapter 3 approve). Attached for the Transit Commission to review and approve is the updated Title VI plan for Maple Grove Transit. Opatz distributed an updated copy of the Title Plan VI to review and discuss. Opatz noted that this latest version of the Plan had edits in it based upon a staff review by the Metropolitan Council. Commissioner Davison suggested reviewing the section about Maple Grove Transit being a “flag” system as that only applies to the bus stop in Maple Grove and not in Minneapolis. The Commissioners had a brief discussion about listed the names of the Transit Commissioners in the section about racial make-up of the Transit Commission. Opatz noted that the FTA does not require names to be listed, but that is the preference of the Metropolitan Council. ***Commissioner Davison moved a motion to approve the updated Title VI plan and it was seconded by Commissioner Coss. The motion was unanimously approved.***

### **Miscellaneous Updates**

Opatz distributed draft copies of several pending rider alert flyers to be distributed over the next couple weeks including:

- Holiday Service Levels
- December 9 Service Changes
- News and Updates
- Winter Service Reminders
- Route 789 Service Changes
- Routes 789 Service Suspension for Winter Break

### **Adjourn / Next Meeting**

- Next Scheduled Regular Meeting is Tuesday, January 28, 2014
- Being no other business, the meeting was adjourned at 7:40 p.m.
- Minutes submitted by Mike Opatz, Transit Administrator.